

**MPR 8812.1  
REVISION C**

**EFFECTIVE DATE: September 20, 2004  
EXPIRATION DATE: September 20, 2009**

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# **MARSHALL PROCEDURAL REQUIREMENTS**

**AD01**

## **REQUESTS FOR FACILITY SERVICES AT MSFC**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		11/30/99	
Revision	A	11/13/02	Updated Master List URL; Changed Cancellation notice (P.6); Removed part of sentence from paragraph 1.3; Removed phone number from paragraph 3.3
Revision	B	5/7/2004	Page 6, paragraph 3.1, is revised to indicate the level of authority to authorize Facility Work Requests. The revision also reflects minor editorial changes.
Revision	C	9/20/2004	Converted from Marshall Procedures and Guidelines (MPG) to Marshall Procedural Requirements (MPR) document. Also, requirements distinguished by use of the word "shall." Document also reflects minor editorial changes.

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## PREFACE

### P.1 PURPOSE

This Marshall Procedural Requirements (MPR) establishes the procedures for requesting facility services provided by Marshall Space Flight Center's (MSFC) Facilities Engineering Department (FED).

### P.2 APPLICABILITY

This MPR is applicable to all civil servants and contractor personnel at MSFC.

### P.3 AUTHORITY

NPD 1000.1, "NASA Strategic Plan"

### P.4 APPLICABLE DOCUMENTS

None

### P.5 REFERENCES

NPR 8820.2, "Facility Project Implementation Guide"

### P.6 CANCELLATION

MPG 8812.1B dated May 7, 2004

Original signed by  
Robin N. Henderson for

David A. King  
Director

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## DOCUMENT CONTENT

### 1. DEFINITIONS

1.1 MSFC Facilities Utilization Review Board (FURB). This Board serves as the Center's strategic planning committee for facility-related needs, utilization, and requirements.

1.2 Trouble Calls. Trouble calls are minor repairs or services requiring less than \$2,000 in labor and materials. There are three categories of trouble calls:

1.2.1 Emergency. A call to correct a situation where there is an immediate danger to life or health of personnel or potential significant damage to buildings or hardware.

1.2.2 Routine. A call for all other work (most trouble calls fall in this category).

1.2.3 Urgent. A call to correct a situation where the potential exists for someone getting hurt or for a significant operational impact if not corrected.

1.3 Facilities Work Requests (FWRs). FWRs are for any facility service less than \$500,000 that is not performed by a trouble call. FWRs include, but are not limited to pressurants and propellants, building repairs, alterations, modifications, or new construction.

1.4 Construction of Facilities (CoF) Projects. CoF projects are for building, structure, or utility system repairs, alterations, modifications, or new construction costing more than \$500,000 funded with CoF appropriations.

1.5 Unforeseen Programmatic Projects. Unforeseen programmatic projects are facility projects costing more than \$500,000, but less than \$750,000, that could not be identified early enough to include in the latest budget submittal. These projects support a research and development (R&D) program and are funded from direct R&D project funds.

### 2. RESPONSIBILITIES

2.1 Manager, FED shall assure that necessary approvals of MSFC management and NASA Headquarters are obtained, as required, for all facilities work.

2.2 Directors, managers, and group leads of each MSFC organization shall determine the requirements and related justification for facility-related projects and coordinate program-related facility requirements with the appropriate NASA program office. The directors, managers, and group leads may designate other authorized individuals to submit FWRs for their organizations in writing to the FED Manager. Any changes in designees shall be made in writing. For the NASA Exchange, all FWRs shall be authorized and submitted by either the NASA Exchange Operations Manager or the Chairman of the NASA Exchange.

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2.3 Manager, Media Relations Department shall be responsible for submitting FWRs for maintenance and repair of exhibits located at the U.S. Space and Rocket Center.

2.4 All personnel are authorized to use trouble calls to report any condition that needs repair.

### 3. PROCEDURE

3.1 Per request of the FED Manager, FED shall accept an FWR only when authorized by group-lead level or above. Each organization may designate other personnel to authorize FWRs by submitting the names in writing to the Manager, FED.

3.2 Requests for facility services are classified into different categories based on the type of work and the associated dollar value. Classifications of work are:

3.2.1 Trouble Calls

3.2.2 FWRs

3.2.3 CoF Projects

3.2.4 Unforeseen Programmatic Projects

3.3 Trouble calls may be submitted through a web-based application (<http://cmms.msfc.nasa.gov/wo/submit/wosubmit.html>) currently available for submitting trouble calls or telephoned to the 24-hour Facilities Work Control Desk at 544-3919.

3.4 FWRs shall be submitted by the organizational designee on MSFC Form 199, "Facilities Work Request," and transmitted to the Facilities Work Control Desk, Building 4244. User-funded FWRs cannot be processed by FED until the requesting organization provides a fund code for the services requested.

3.5 CoF Projects. Candidate projects for the CoF program shall be submitted in response to FED annual call letter. Requirements for CoF projects need to be identified well in advance (i.e., minimum 3 years, optimum 5 years, prior to the year of needed construction) to permit the work to be included in the regular CoF program submission and approval cycle. The FURB reviews, prioritizes, and submits proposed projects to NASA Headquarters for approval based on MSFC's mission suitability.

3.6 Unforeseen Programmatic Projects. Unforeseen programmatic projects can only be accommodated in restricted cases. To initiate an Unforeseen Programmatic Project, the project/program office shall submit to FED a project analysis sheet stating the unforeseen nature of the project, its relation to the program, basis of need, and anticipated cost. An example of a project analysis sheet may be found in Appendix D "Facility and Other Related Cost," of NPR 8820.2, "Facility Project Implementation Guide."

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#### **4. RECORDS**

All records shall be maintained by the Center Operations Support Services Contractor in accordance with contract requirements.

#### **5. FLOW DIAGRAM**

None